

**Association to Preserve Cape Cod
Final Scope of Work, July 1, 2018 – June 30, 2019
as Cape Cod Regional Service Provider for the MassBays National Estuary Program**

The Massachusetts Bays National Estuary Program's Workplan for Federal Fiscal Year 2018 focuses on the following desired outcomes for the Bays:

- Sustainable National Estuary Program
- Improved habitat continuity and hydrology
- Resilient coastal habitat, including implementation of nature-based coastal protection measures
- Restored natural communities
- Improved water quality
- Robust interagency and interdisciplinary collaboration and partnerships
- Well-informed, multisector input to decisionmaking, including contributions from underserved communities.

These outcomes are based on the Goals, Strategies, and Outcomes approved by MassBays' Management Committee for its Comprehensive Conservation and Management Plan (CCMP).

APCC will implement the programs and projects below to contribute toward these overarching outcomes, utilizing approaches and partnerships specific to the Cape Cod region. A Cape Cod Regional Coordinator (RC) retained by APCC will seek input and suggestions on the proposed work plan from the new Barnstable County Coastal Resources Subcommittee (CRS) which is anticipated to serve as the Local Governance Committee. The CRS is the successor to the Barnstable County Coastal Resources Committee (CRC).

Workplan tasks

Outcome: Sustainable NEP

Task 1	Solicit and provide comments on Revised CCMP and Attachments	
Description/Objective	MassBays Central Staff will complete draft and final versions of the Revised CCMP (pdf and online), subject to timely review and approval by EPA	
APCC Actions	Deliverables	Timing (Q1-4)
Facilitate LGC review of draft CCMP	Meeting date(s), and attendee list(s).	Q1
Distribute announcement of availability and call for comments provided by Central Staff	List of audiences/networks contacted.	Q2
Provide input to Communications, Finance, and Monitoring Plans	Participate in at least one Subcommittee to the Management Committee tasked with preparing Attachments to the CCMP	Q1
Provide comments on CCMP to facilitate its long-term implementation in Cape Cod Bay	Written comments submitted	Q2

Task 2	Reporting for EPA	
Description/Objective	Reporting to MassBays Central Staff, engaging LGCs & regional stakeholders; promoting MassBays in local communities; attending staff and management committee/ subcommittee meetings; assisting the LGC with meetings and activities; and addressing requests for technical assistance or outreach.	
APCC Actions	Deliverable	Timing (Q1 - 4)
Maintain workflow according to scope of work	Reports and deliverables to MassBays central staff	monthly
Provide updates to MC	Quarterly reports to MassBays central staff, coinciding with MC meetings	Q1-4
Participate in MassBays MC and RC meetings	Attendance and participation in meetings	bimonthly
Participate on at least one MC Subcommittee	See Task 1	ongoing
Seek input from CRS on progress and proposed workplan	Proposed FFY2019 workplan	Q4
Represent MassBays in regional associations and societies	List of associations and societies where MassBays is represented	Q4
Promote MassBays in local community settings	List of presentations and publications	Q4

Task 3	Provide region-specific education and outreach to inform and educate the public and stakeholders (all Regions)	
Description/Objective	Communicate about Cape Cod-based activities to the public, including LGC members and other partners, featuring MassBays' support. Project descriptions will be disseminated via multiple outlets, including presentations, newsletters, and websites. All references to funding will cite "Massachusetts Bays National Estuary Program" or "MassBays," and include relevant EPA grant number(s).	
CWA Core Program	Protecting coastal waters through the National Estuary Program	
APCC Actions	Deliverable	Timing (Q1 - 4)
Prepare and provide presentations, articles, etc.	List of publications and presentations by name, venue or publication, and date	Q4
Update APCC webpage references to MassBays as needed	Website urls	Q1
Provide regular reporting on progress under scope of work	Quarterly report for MC quarterly meetings	Q1-Q4

Task 4	State of the Waters: Cape Cod	
Description/Objective	APCC will work with partners to provide a comprehensive “State of the Waters: Cape Cod” program to report on the condition of the Cape’s coastal and fresh waters and their problems, causes, and possible solutions. Water report cards, an annual report, website and other outreach materials will promote action to protect and restore water quality. The project is intended to serve as a model for other communities.	
Actions	Deliverable	Timing (Q1 - 4)
Report Cards: format, draft, final for 2018	Final report card for 2018	Q4
Collect WQ data for coastal waters, fresh water bodies, groundwater, drinking water, and other water resources, including in underserved communities	Draft and final list of data sources incorporated into Annual Report	Q3
Convene Advisory Committee members to review and comment on draft materials	List of members, sign-ins, notes or minutes, recommendations, mission statement/charge	Q2
Generate FAQs	Distribute "Why is a Water Report Card Needed?"	Q2
Draft annual report	Final report	Q4
Prepare website (may require hiring website designer)	Launch website	Q3
Providing outreach through APCC's annual meeting and other venues	List of presentations and publications	Q4

Improved Habitat Continuity and Hydrology

Task 5	Tide Gate Management and Outreach	
Description/Objective	Conduct 1:1 municipal tide gate outreach in tandem with CZM regional coordinators.	
APCC Actions	Deliverables	Timing (Q1 - 4)
Schedule and attend meetings with municipal staff	Presentation/tech transfer materials shared with municipalities, list of meetings.	Q1
Glean information from local contacts re: tide gate conditions and management	Updated information for Massachusetts tide gate inventory	Q2
Work with municipalities and partners to improve infrastructure and/or management of specific tide gates	New O&M plans for tide gates	Q3, Q4

Task 6	Monitor diadromous fish runs	
Description/Objective	This ongoing monitoring program provides local, state and federal fisheries managers with population estimates of river herring at monitored runs to inform protection, restoration and management efforts. Monitoring by volunteers also supports citizen stewardship of runs. APCC will support citizen monitoring of fish runs by providing partners and volunteers with training, data management, QA/QC of count data, and outreach.	
APCC Actions	Deliverable	Timing (Q1 - 4)
Compile 2018 herring run count data	Final data report for 2018 herring counts submitted to DMF	Q2
Provide training, data management, QA/QC, reporting, and other assistance	Fall 2018 presentation at the River Herring Network annual meeting or other; Spring 2019 training sessions for volunteers, outreach materials	Q2-Q4
Compile data from 2019 run	Draft data report for 2019 herring counts	Q4
Synthesize historical data for Cape Cod runs	Synthesis report of 2- to 10-year data sets through 2018	Q4

Improved Water Quality

Task 7	Monitor Cyanobacteria blooms (Cape Cod)	
Description/Objective	(Ongoing) In FY18 APCC conducted a pilot test of cyanobacteria monitoring methods in three lakes in Brewster and Dennis that discharge to estuaries to determine whether such monitoring provides useful and actionable information for the public and decisionmakers. Results indicated the monitoring was feasible to conduct and provided useful actionable information. APCC will continue monitoring this year and may expand the program to other water bodies as funding becomes available.	
Actions	Deliverable	Timing (Q1 - 4)
Develop QAAP	Approved QA checklist for field use (there is already an approved QAPP)	Q1
Train and supervise staff and interns re: protocol; collect and analyze data	Brief report on monitoring and findings	Q4

Task 8	Identify and implement stormwater mitigation projects.	
Task Description	Through the Cape Cod Restoration Coordination Center, continue to identify and implement stormwater mitigation projects by assisting towns, agencies and organizations with grant-writing, outreach, monitoring, or other assistance as needed and feasible.	
APCC Actions	Deliverable	Timing (Q1-4)
Work with partners to prepare grant proposals, coordinate efforts, provide outreach and/or provide other assistance to implement projects.	List of communities assisted and technical support provided	ongoing

Task 9	Promote Low-Impact Development and regional coordination of stormwater management	
Description/Objective	Promote and implement Low Impact Development (LID) and stormwater green infrastructure in MassBays communities, and promote regional coordination of stormwater management	
APCC Actions	Deliverable	Timeline (Q1-4)
Provide technical and outreach assistance	List of LID education & outreach efforts and regional coordination of stormwater management efforts	Q4
Provide grant proposal scoping and writing support	Documentation of support provided	ongoing

Resilient coastal habitat, including implementation of nature-based coastal protection measures

Task 10	Support municipal and regional actions that promote resilient coastal habitats and communities through the use of nature-based solutions	
Description/Objective	APCC will continue to work with partners and communities to encourage planning for climate change and adoption of adaptation measures that promote resilient coastal habitats, and use of nature-based solutions for coastal resilience.	
APCC Actions	Deliverable	Timeline (Q1-4)
Assistance to communities in planning MVP projects, attending MVP workshops	Documentation of assistance provided	Q1-4
Inventory resources for developing model bylaws or policies for climate change adaptations	List of resources shared with communities	ongoing
Recommendations for model bylaw or policies (e.g., Wellfleet model bylaw for climate change adaptation)	List of municipalities adopting bylaw changes	ongoing

Restored Natural Communities

Task 11	Publish salt marsh monitoring data from 2003-2015	
Description/Objective	(New) Between 2003 and 2015 APCC monitored more than 15 salt marshes to compare pre-restoration and post-restoration conditions. Reports were provided to state agencies but are not readily accessible otherwise. This information should be made available to resource managers, particularly as climate change and sea level rise may affect coastal wetlands. A short report would also help to build public support for protecting and restoring salt marshes.	
Actions	Deliverable	Timing (Q1 - 4)
Conduct data analysis	Draft report	Q3
Depending on findings, outreach materials will be prepared (e.g., newsletter article, webpage)	Outreach materials (timing will depend, but anytime between Q2 and Q4)	Q4

Task 12	Identify and implement coastal restoration projects.	
Description/Objective	Through the Cape Cod Restoration Coordination Center, pursue priority coastal restoration projects with municipal partners.	
APCC Actions	Deliverable	Timing (Q1 - 4)
Pursue priority projects, e.g.: 1) Little Pamet River wetland restoration, Truro; 2) Scargo Lake herring run restoration, Dennis; 3) Mayo Creek tidal restoration, Wellfleet.	Meeting notes, information on potential restoration projects provided to restoration partners, monitoring data, potential grant applications, or other technical assistance or outreach requested by partners or towns	Ongoing

Robust Interagency and Interdisciplinary Collaboration and Partnerships

Task 13	Represent MassBays to relevant networks (all RCs and Central Staff)	
Description/Objective	Convene and provide input to existing working groups on topics relevant to MassBays' desired outcomes	
Actions	Deliverables	Timing (Q1 - 4)
Identify networks conducting work relevant to and/or with the potential to advance CCMP implementation	List of networks	Q4

Well-informed, multisector input to decisionmaking

Task 14	Expand MassBays' Audience (Central Staff, All Regions)	
Description/Objective	Engage diverse learners in watershed and coastal science education, bring new audiences to MassBays' mission	
Actions	Deliverable	Timing (Q1 - 4)
For all outreach efforts, facilitate new participation by underserved communities	list of contacts and/or events made, sample notices to new audiences	Q1 - Q4
Assist in organizing and hosting the Cape Cod Coastal Conference	Conference agenda, including MassBays' logo, new subscribers to MassBays newsletter	Q2
Host lecture series	List of speakers, new subscribers to MassBays e-newsletter	Q1-Q4